

Sample Format

Organizational Letterhead

[DATE]

The Honorable
James H. Billington
The Librarian of Congress
The Library of Congress
Washington, DC 20540-1000

Dear Dr. Billington:

On behalf of [organization], I am inquiring about the use of the Library of Congress [name of room] on the evening of [date] for [event].

The [organization] is [Identify whether your organization is a cultural, educational, literary, scientific or other organization as defined in section 501(c)(3) of the Internal Revenue Code, or another type of organization.]

[Describe the type, purpose, and time frame of the planned event, and the event's relation to the Library's mission, programs, or collections.]

[Paragraph outlining relevant connection of the proposed event to the Library. This connection is required for use of Library facilities. Describe existing or proposed relationship with the Library of Congress; e.g., sponsorship of a current or forthcoming Library initiative.]

[Organization] agrees to pay the standard administrative fee of [\$ amount] plus direct expenses for the event, such as overtime, cleaning, and signage. I understand that the Library's Special Events Officer will provide a budget outlining these and other reimbursable costs.

I hope that you will give serious consideration to this request. [Name and title of senior level contact] will be in touch with your Office of Special Events and Public Programs to discuss this proposal.

Sincerely,

[Signed by the head of the organization]